The New Electronic Depository Library Manual

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Fall Depository Library Conference
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This is NOT the manual itself. This is a presentation of the highlights of the DRAFT chapters for the new manual. Manual is pending DLC and GPO approval

New Electronic Depository Library Manual

Purpose of Session

- Report on the work accomplished by the teams
- Explain new content
- Provide tips and new ideas
- Solicit feedback on the manual as it now exists
- Explain the road ahead for the manual

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New Electronic Depository Library Manual

Reasons for Revisions

- Nature of program is changing
- Consolidate several documents
- Update content
- Document good practices, lessons learned

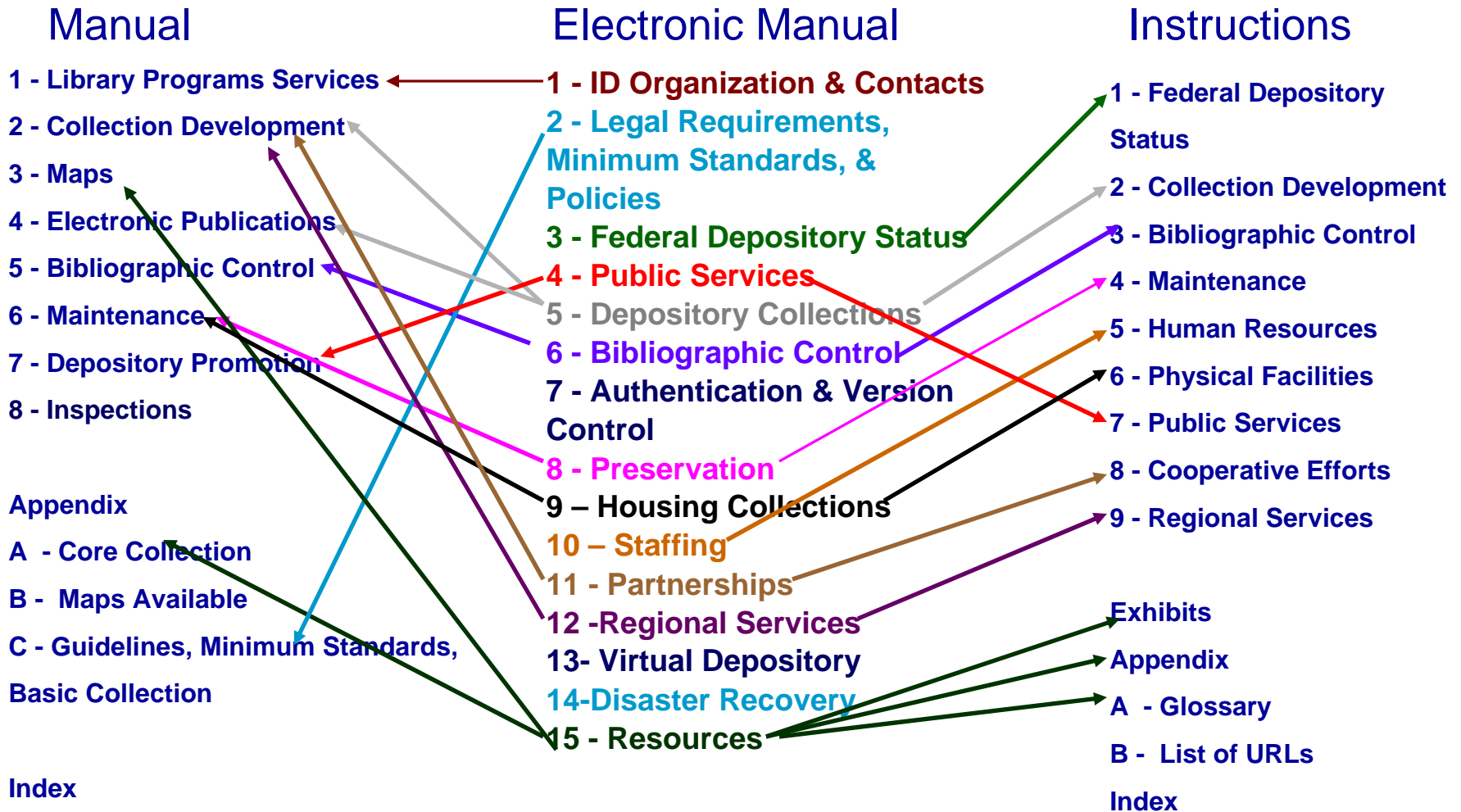This is NOT the manual itself. This is a presentation of the highlights of the DRAFT chapters for the new manual. Manual is pending DLC and GPO approval

New Electronic Depository Library Manual

Process for Revising

- Review/consolidate existing documents
- Solicit input from DLC and Depository community
- Cross-walk new to old
- Develop draft framework
- Recruit volunteer teams to draft chapters
- Edit for tone, consistency, and format
- Insert and test hot links, update if needed

The Electronic Federal Depository Library Manual
Comparison of Chapters

Manual

1 - Library Programs Services
2 - Collection Development
3 - Maps
4 - Electronic Publications
5 - Bibliographic Control
6 - Maintenance
7 - Depository Promotion
8 - Inspections

Appendix

A - Core Collection
B - Maps Available
C - Guidelines, Minimum Standards, Basic Collection

Index

Electronic Manual

1 - ID Organization & Contacts
2 - Legal Requirements, Minimum Standards, & Policies
3 - Federal Depository Status
4 - Public Services
5 - Depository Collections
6 - Bibliographic Control
7 - Authentication & Version Control
8 - Preservation
9 – Housing Collections
10 – Staffing
11 - Partnerships
12 -Regional Services
13- Virtual Depository
14-Disaster Recovery
15 - Resources

Instructions

1 - Federal Depository Status
2 - Collection Development
3 - Bibliographic Control
4 - Maintenance
5 - Human Resources
6 - Physical Facilities
7 - Public Services
8 - Cooperative Efforts
9 - Regional Services

Exhibits
Appendix
A - Glossary
B - List of URLs
Index

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Chapter 1: ID Organization and Contacts

ID Organizational Structure (October, 2005)

Contact Center as main Point of Contact

Mon-Fri, 8-5

(202) 512-1800 / Toll Free (866) 512-1800

Judy Russell

Managing Director, ID and Superintendent of Documents

Kevin O'Toole

Director, Publications and Information Sales

Ric Davis

Acting Director, Library Services and Content Management

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Chapter 2: Legal Requirements, Minimum Standards, Policies

Volunteer Team:

Team Leader: Tim Byrne
Chapter Coordinator: Nancy Faget
Subject Matter Consultant: Cindy Etkin
                           Robin Haun-Mohamed

Team Members:

Rebecca Pressman   Laura Sare
Mary Alice Baish   Cheryl Lubow

New Electronic Depository Library Manual

Chapter 2: Legal Requirements, Minimum Standards, Policies
What's New and Important?

This chapter is a new addition to the Depository Library Manual, bringing together in one place all of the laws, standards, policies, and guidelines for the Federal Depository Library Program.

Chapter 3: Federal Depository Status

Volunteer Team:

Team Leader: David Cismowski

Chapter Coordinator: Nancy Faget

Subject Matter Consultant: Janet Scheitle

                              Kathy Brazee

Team Members:

     Jane M. DeBellis   Adele Morris

     Chris Hudson   Marcia Baker

Chapter 3: Federal Depository Status

What's New and Important?

- This chapter is based on Title 44.

- Since Title 44 has not changed, the team felt there is no significant content we could label "new and important."

- Minor changes - Requests to Relinquish status should be mailed but followed up with a fax to the Office of Planning and Development, Library Services

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Chapter 3: Federal Depository Status
Tips, Practical Advice, and Lessons Learned

- Consult the *Designation Handbook for Federal Depository Libraries*
- *Designation Handbook* contains practical advice, as well as templates for letters and application forms
- Handbook is to be revised by GPO in 2006
- Contact the regional depository librarian immediately if your library is reconsidering depository status
- Regionals can offer advice, clear up misunderstandings, consult with administrators, and enlist the help of the GPO

New Electronic Depository Library Manual

Chapter 3: Federal Depository Status

Did you realize that you don't have to…?

- Select a rigid, predetermined percentage of items, in order to retain depository status?

- Devote hundreds of linear feet of shelf space to house large physical collections in order to apply for (or retain) depository status?

- Think about terminating depository status because you need more shelf space—or because your depository assistant has resigned and will not be replaced?

- Instead, you can make a transition toward a more electronic depository, and thereby retain all the benefits of depository status.

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Chapter 3: Federal Depository Status Important for Library Administrators

- Today the depository program is as much about access and reference expertise as it is about tangible collections.

- While access to federal depository materials must be free and equally-provided, a depository does not have to circulate federal materials to the general public or provide extraordinary services not offered to its own primary user group(s).

Chapter 3: Federal Depository Status Important for Library Administrators

- Just because government information is freely available on the Web doesn't mean it's easy to find. Being a member of the FDLP ensures that depositories have access to training opportunities and support that other libraries don't have; this will become increasingly important as federal government information delivery systems become ever more complex.

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Chapter 4: Public Service

Volunteer Team:

Team Leader: Suzanne Sears
Chapter Coordinator: Nancy Faget
Subject Matter Consultant: Cindy Etkin

Team Members:

    Barbara Bren   Hui Hua Chua
    Grace York   Susan Woitte
    Joe Fitzanko   David Vidor

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Chapter 4: Public Service
What's New and Important?

- Free Public Access
  - Depository libraries shall make government publications available for the free use of the general public.

- Principle of Comparable Treatment
  - Access and services for depository information resources should equal or exceed those applicable to other library collections and services.

Chapter 4: Public Service
What's New and Important?

- Referrals

  Depository libraries should not only refer their users to other libraries for access to unique collections and expertise, but should also offer their own unique expertise, collections, and resources to users referred by other depositories or organizations.

- Marketing / Promotion

  Public service begins with public awareness. Depository promotion should extend to all potential user groups. This includes library staff, the library's primary users, and citizens of the U.S. Congressional district or relevant region.

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Chapter 4: Public Service
What's New and Important?

- Electronic Access

  Depository libraries should have a written policy regarding public services for government information in electronic formats that includes provisions for no-fee access to electronic government information in tangible format and on the Internet for all users

- Filters

  Filtering software may restrict access to official FDLP information. Depositories must allow patrons the option to use workstations without filtering software, or have the capability of turning off the filter while searching FDLP information resources.

Chapter 4: Public Service
Tips, Practical Advice, and Lessons Learned

- All library staff that provide services directly to the public should be aware of access and service requirements and policies for government information, as users looking for government information may approach any service point or person initially.

- Create or participate in library or regional public service standards, and establish regular and quantifiable measurements of service to help assess and improve public services.

  - *Metrodocs Libraries Service Standards*

    - http://www.odl.state.ok.us/usinfo/metrodocs.htm

  - *Association of Research Libraries' Libqual+ Program*

    - http://www.libqual.org/

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Chapter 4: Public Service
Tips, Practical Advice, and Lessons Learned

- Examples of handouts, instructional and promotional materials and tutorials for specific tools or subjects for users and library staff, as well as policies on access, Internet use and public services for government information in electronic formats can be found at the *GODORT Handout Exchange*

  - http://www.lib.umich.edu/govdocs/godort.html

- Get ideas for displays to promote depository collections at the *Government Documents Display Clearinghouse*

  - http://www.lib.mnsu.edu/lib/govdoc/proj/tutorials/finalfront2.html

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Chapter 4: Public Service
Tips, Practical Advice, and Lessons Learned

- Visit nearby depository libraries and your regional depository library to get a better knowledge of their collections, available reference tools and resources and areas of expertise. This will help develop increased awareness of other resources that might be available to your users.

- If your library policy is to have filters on all public computers then talk to your administrator about the need to be able to override the filter if it is blocking a government site. The override should be instantaneous by the use of a password. Other options would be to have the ability to turn off the filter for depository users or for the librarian to perform a mediated search.

New Electronic Depository Library Manual

Chapter 4: Public Service
Did you realize that you don't have to…?

- Provide free printing or photocopying A library may charge the same fees for printing and photocopying depository information resources that it charges for non-depository materials to be copied or printed. Downloading, however, must be available without fees. A library is not required to provide storage media, such as floppies or USB drives, unless they are provided for users of non-depository materials, and in that case the same charges may be applied.

- Circulate depository materials A library has the option of establishing its own circulation policies for use of depository materials outside the library.

Chapter 4: Public Service
Did you realize that you don't have to…?

- <u>Maintain identical public service hours at the general reference and documents service desks</u> The general public must be able to access the depository's collections and services outside standard business hours if the library's primary clientele is able to do so. This can be accomplished through a combination of means, including open stacks, basic documents service from the general reference desk, e-mail or telephone reference, and appointments.

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Chapter 4: Public Service
Important for Library Administrators

- The Federal Depository Library Program was established to provide the citizens of the United States access to government information. Public access to this information remains the highest priority of all Federal depository libraries.

- Depository libraries have a fundamental obligation to provide free public access to depository information resources and to minimize other barriers to public access to the library's depository facilities, collections, and services.

- Library administrators may have legitimate security concerns and heighten security for their facilities and personnel.

Chapter 4: Public Service
Important for Library Administrators

- In general, access and services for depository information resources should equal or exceed those applicable to other library collections and services.

- If a library provides reference services using methods other than in-person contact for their primary user groups (such as through phone, mail, fax, email, or chat), these methods of obtaining reference service should also be available to members of the public using the depository collection and government information.

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Chapter 4: Public Service
Important for Library Administrators

- All libraries should have a written policy regarding public services for government information in electronic formats.

- All depository libraries must offer the general public free access to online Federal government information provided through the FDLP. Such access shall be provided to any library user free of fees or other restrictions such as age or residency status.

- Filtering software may restrict access to official FDLP information. Therefore depository libraries must allow patrons the option to use workstations without filtering software, or have the capability of turning off the filter while searching FDLP information resources.

Chapter 4: Public Service
Important for Library Administrators

- Libraries have the option of establishing their own circulation policies for use of depository materials outside the library. However, the principle of comparable treatment of depository and non-depository collections should be used in determining circulation policy for depository materials.

- Depository libraries shall post signage or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and government information resources are available for use by the general public without charge.

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Chapter 5: Depository Collections

Volunteer Team:

Team Leader: Tom Rohrig
Chapter Coordinator: Nancy Faget
Subject Matter Consultant: Lisa Russell

Team Members:

      Dan Barkley   Sarah Gerwitz
      Angela Bonnell   Maureen Quinlan
      Janet Fisher   Herrick Heitman

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Chapter 5: Depository Collections
What's New and Important?

- Transition to almost entirely electronic collections with large print/microform legacy collections.

- Increased reliance on networking, shared collection development, etc. for providing distributed access to legacy collection.

- Legacy collections are increasingly being downsized by libraries confronting space needs.

New Electronic Depository Library Manual

Chapter 5: Depository Collections
What's New and Important?

- Increased need to manage collections more efficiently in an increasing era of library administration concerns and doubts about the value of government documents collections, particularly print collections.

- Size of collection does not matter as much anymore. Service and knowledge of collection – in-house and the documents universe – does.

New Electronic Depository Library Manual

Chapter 5: Depository Collections
Tips, Practical Advice, and Lessons Learned

- Work regularly with Regional/GPO personnel.

- Write & regularly update collection development policy.

- Use selective housing as needed.

- Publicize/network your collection to your different user groups.

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Chapter 5: Depository Collections
Tips, Practical Advice, and Lessons Learned

- Track usage in every way possible!

- Develop thorough knowledge of collection.

- Develop your own depository manual and regularly review/update.

- Keep good and thorough records!

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Chapter 5: Depository Collections
Did you realize that you don't have to…?

- Be concerned about minimum level of selection.

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Chapter 5: Depository Collections
Important for Library Administrators

- Depository program is still relevant.

- Depository program is value-added.

- Depository program responds to changing depository and host Library needs.

- Emphasis is on Service.

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Chapter 6: Bibliographic Control

Volunteer Team:

Team Leader: Andrea Morrison
Chapter Coordinator: Joe Paskoski
Subject Matter Consultant: Laurie Hall
                                Linda Resler

Team Members:

Karrie Peterson   Ashley Ecklund
Rhonda Marker   Kathy Edwards
Heather Tompkins

Chapter 6: Bibliographic Control
What's New and Important?

- GPO Integrated Library System

- National Bibliography

- OCLC Holdings for Depository Libraries

- New Electronic Titles Services at GPO (NET)

Other New Sections:

- Introduction to Bibliographic Control for FDL's

- Handling Special Situations

- Cataloging and Shelf Preparation of Specific Types of Documents (Digital Only Documents, etc…)

- Selected Cataloging Resources

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Chapter 6: Bibliographic Control
Tips, Practical Advice, and Lessons Learned

- Practical tips for processing and cataloging

- Securing documents

- Housing heavy maps and posters

- Labeling and shelving different media

- Keeping up to date with news and policies

- Cultivating relationships within depository community & with cataloging staff

Chapter 6: Bibliographic Control
Did you realize that you don't have to…?

Bibliographic Control, Processing and Cataloging Myths and Misconceptions:

- Purchasing Vendor-supplied cataloging records
- Bibliographic utilities vs. copy cataloging
- Making or purchasing your own labels
- Classification systems
- Using alternative databases like DDM2 for shipping lists
- Keeping statistics

New Electronic Depository Library Manual

Chapter 6: Bibliographic Control
Important for Library Administrators

- Statistical reports
- National Bibliography
- Vendors
- Cataloging historical collections
- Copyright
- Z 39.50 free records to copy catalog
- Needs and Offers

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Chapter 7: Authentication and Version Control (Still Being Worked)

Volunteer Team:

Team Leader: Richard Gause

Chapter Coordinator: Joe Paskoski

Subject Matter Consultant: Selene Dalecky

                              Matt Landgraf

                              Lisa LaPlant

Team Members:

      Rebecca Pressman   Susan Jane Golding

      Pete Hemphill   Helane Davis

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Chapter 8: Preservation (Still Being Worked)

Volunteer Team:

Team Leader: Geoffrey Swindells
Chapter Coordinator: Joe Paskoski
Subject Matter Consultant: Gil Baldwin
Marilyn Von Seggern

Team Members:

Carrie Brunsberg   Ya Han
Ton Rohrig   Jon Darby

New Electronic Depository Library Manual

Chapter 9: Housing

Volunteer Team:

Team Leader: Sandra McAninch

Chapter Coordinator: Joe Paskoski

Subject Matter Consultant: Kathy Brazee

Team Members:

     Marilyn Von Seggern   Joan Moffson

     Steve Beleu   Jeff Wilhite

     Sarah Anderson

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Chapter 9: Housing
What's New and Important?

There is no depository requirement to store online publications locally. However, if a library chooses to do so, the same guidelines for housing and handling should be followed.

New Electronic Depository Library Manual

Chapter 9: Housing
Tips, Practical Advice, and Lessons Learned

- Make use of your library's preservation staff -- they can be invaluable when you're making decisions about housing documents.

- Packaging for electronic products must clearly indicate that a diskette or other electronic product is contained therein to warn library staff not to desensitize the items during circulation -- the magnetic desensitizer will erase diskettes.

- Communicate with your library systems department about the recommended specifications and suggested minimum technical requirements for public access workstations which are revised regularly.

New Electronic Depository Library Manual

Chapter 9: Housing
Did you realize that you don't have to…?

You don't have to house all depository material in the official depository library. If the host location is not within the administrative purview of the depository offering the material, a formal memorandum of agreement must be signed between the parties.

You don't need a memorandum of agreement to house documents in other parts of your library or even in other buildings administered by your library's administration.

New Electronic Depository Library Manual

Chapter 9: Housing
Important for Library Administrators

- All off-site storage and selective housing facilities must conform to the same preservation and access standards required of any depository library.

- All Government publications supplied to depository libraries under the FDLP remain the property of the United States Government.

- Documents must be housed in a manner that facilitates access, preservation and protection from theft. The library must, at a minimum, provide the same care and maintenance it gives to commercially purchased publications.

New Electronic Depository Library Manual

Chapter 9: Housing
Important for Library Administrators

- All facilities housing depository materials must meet the standards set forth in the "Americans with Disabilities Act".

- Depository libraries shall post a sign or the depository emblem in a prominent location, preferably visible from the exterior of the library, indicating the library is a Federal depository and Government information products can be used by the general public without charge.

Chapter 10: Staffing

Volunteer Team:

Team Leader: Julia Wallace
Chapter Coordinator: Joe Paskoski
Subject Matter Consultant: Robin Haun-Mohamed

Team Members:

Annie Young   Tim Byrne
Tatiana Pashkova

New Electronic Depository Library Manual

Chapter 10: Staffing
What's New and Important?

- No longer a set formula for determining the number of staff necessary to support depository collections and services

- Staff numbers and skills must be sufficient to meet the functional requirements of the FDLP

New Electronic Depository Library Manual

Chapter 10: Staffing
What's New and Important?

Staffing Levels

•Must be both professional and paraprofessional staff

•Number of staff will depend on the size and scope of the library and depository collections, as well as the methods of organization of the depository collection.

New Electronic Depository Library Manual

Chapter 10: Staffing
What's New and Important?

Staffing Levels

•Additional staff with special skills will be needed for a variety of new tasks such as:

Identifying electronic resources and integrating electronic records into the catalog.

Integrating electronic government resources into Web pages and user education tools.

Providing training for staff and users.

Providing public service in an increasingly complex electronic environment.

New Electronic Depository Library Manual

Chapter 10: Staffing
What's New and Important?

Responsible Officials

•Director is responsible for ensuring that the depository operation conforms to the legal requirements of the FDLP

•Any depository collection and/or operation outside the jurisdiction of the director of the designated library must be covered by a selective housing memorandum of agreement (MOA) and should also have a depository coordinator.

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Chapter 10: Staffing
What's New and Important?

Training

•FDLP training vehicles - professional organizations, e-mail discussion groups, attendance at workshops, and professional reading.

•Staff should also attend local and national meetings devoted to depository-related issues.

Chapter 10: Staffing
Tips, Practical Advice, and Lessons Learned

Resources to consult

GPO and FDLP resources and communications

        FDLP Desktop

        FDLP-L

        Administrative Notes

        Electronic Manual

        Help Desk

Share ideas and questions with colleagues through e-mail discussion lists such as

        GOVDOC-L

        DocTech-L

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Chapter 10: Staffing
Tips, Practical Advice, and Lessons Learned

Resources to consult

Organizations and learning opportunities

ALA, MAGERT, AALL, SLA, etc.

GPO sponsors three free continuing education events annually:

Annual Interagency Depository Seminar

Spring Depository Library Council meeting
(outside Washington, DC)

Fall Depository Library Council meeting
(Washington, DC)

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Chapter 10: Staffing
Tips, Practical Advice, and Lessons Learned

Suggestions for new staff
- Contact your regional librarian
- Check Federal Depository Library Directory page **(http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html)**
- Update your library's information
- Review your library's files, especially past inspection reports, self-studies, and biennial surveys.
- Find your depository number, and your GPO passwords
- Get help at GPO Contact Center **(http://www.gpoaccess.gov/help)**

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Chapter 10: Staffing
Tips, Practical Advice, and Lessons Learned

Suggestions for new staff

- Check guides created by other libraries on the GODORT Government Information Clearinghouse and Handout Exchange **(http://sunsite.berkeley.edu/GODORT/education/clearinghouse/index.html)**
- Browse Topics **(http://www.library.okstate.edu/govdocs/browsetopics/)**
- Check list of E-Competencies compiled by GODORT
- **(http://sunsite.berkeley.edu/GODORT/gitco/ecomps.html)**
- See GPO's "Top 10 List for New Documents Librarians"
- **(http://www.access.gpo.gov/su_docs/fdlp/mgt/top10.html)**

Chapter 10: Staffing
Did you realize that you don't have to…?

•Determine staffing needs for a depository collection by the outdated Shearer Measure (1 hr of staff time for every 1% of item selections).

•Now professional and paraprofessional staffing levels must be sufficient to meet depository responsibilities.

•Do it all by yourself, or reinvent the wheel!

New Electronic Depository Library Manual

Chapter 10: Staffing
Important for Library Administrators

- Designate one staff member as the depository coordinator.
- Keep your regional librarian and GPO informed of any changes in depository responsibilities in your library.
- Support depository attendance at appropriate local and national meetings. Library administrators are encouraged to attend The Federal Depository Library Conference to learn about the FDLP.
- For more information, consult GPO's Resources for Federal Depository Library Directors (http://www.access.gpo.gov/su_docs/fdlp/directors/index.html)

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Chapter 10: Staffing
Important for Library Administrators

Despite the fact that depository libraries are receiving fewer tangible publications, the need for staff is not decreasing, i.e.

- *To integrate electronic records into library catalogs*
- *To integrate government information into library Web resources and user education.*
- *To train all library staff to use government information resources effectively.*
- *To provide public service in person and remotely, as finding government information becomes more complex in the electronic environment.*

New Electronic Depository Library Manual

Chapter 11: Partnerships

Volunteer Team:

Team Leader: Ann Marie Sanders
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Heidi Ramos

Team Members:

Deborah Hollens   Barbara Miller
Suzanne Holcombe   Jan Comfort
Heather Tompkins

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Chapter 11: Partnerships
What's New and Important?

- All of it, in a way
- No systematic compilation of this information
- Tried to cover pros and cons of formal relationships

Other New Sections:

- Define content, service and hybrid partnerships
- Requirements

New Electronic Depository Library Manual

Chapter 11: Partnerships
Tips, Practical Advice, and Lessons Learned

- Need for a business proposal

- Approval of library administration

- Server space & system support

- MOU time frame

- Network with other partnership institutions

- Partnership site design

- Maintenance

- Contacts

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Chapter 11: Partnerships
Did you realize that you don't have to…?

Have a formal partnership at all?

There are many successful "other contributors" in the depository community.

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Chapter 11: Partnership
Important for Library Administrators

- Approval

- Letters of support

- Consultation with depository coordinator

Chapter 12: Regional Services

Volunteer Team:

Team Leader: Marianne Ryan
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Robin Haun-Mohamed

Team Members:

Kathy Hale   David Cismowski
Michele McKnelly   Cheryl Lubow
Susan Field   Beth Rowe

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Chapter 12: Regional Services
What's New and Important?

- Regionals must be responsive to the changing expectations of selective depositories and their users, offering mechanisms to cope with rapid transformation of US government information dissemination from tangible formats to electronic distribution via the internet.

- Regionals ensure the integrity of their region's depository resources, beyond the tangible collections.

- Regionals serve as leaders, not only within the region, but nationally as well.

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Chapter 12: Regional Services
What's New and Important?

- Regional depositories are essential participants in selective depository designation and relinquishment.
- Regional librarians should facilitate networking, training, and educational opportunities and encourage selective librarians in their regions to pursue them.
- Regionals should engage in active communication with their selective depositories.

New Electronic Depository Library Manual

Chapter 12: Regional Services
Tips, Practical Advice, and Lessons Learned

- GPO is constantly changing; it's important for Regionals to keep abreast of the changes.

- Each state is unique; there is not just one "right" way for Regionals to interact with selectives. The number of Regionals and selectives in a state will influence the working relationship between and among them.

- Multiple Regionals could jointly organize systematic, periodic training in a multi-region area for newer librarians.

New Electronic Depository Library Manual

Chapter 12: Regional Services
Tips, Practical Advice, and Lessons Learned

- The electronic transition is an opportunity to involve the depository library directors in the state and to further educate them about the FDLP and the GPO.

- We are all in this together! A current State Plan helps everyone plan collections and improves services for the entire service area. The State Planning process gives documents coordinators a chance to promote the FDLP.

- Don't have the selectives list microfiche on their N&O lists.

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Chapter 12: Regional Services
Did you realize that you don't have to…?

- Keep everything
- Require discard lists
- Review all items in discard lists
- Approve requests to discard
- Require lists from libraries wishing to leave the program
- Review the disposition of any non-depository items, including items received before the selective was designated

New Electronic Depository Library Manual

Chapter 12: Regional Services
Important for Library Administrators

- Participation in the FDLP is voluntary. However, the FDLP is a statutorily-mandated program, with legal requirements.

- Ongoing communication between Regional librarians and their library administrators is important to the success of the depository operation.

- Decisions made by the administration of a library that houses a Regional depository have ramifications for the entire region. Communication with the selective depositories in the region is important.

New Electronic Depository Library Manual

Chapter 12: Regional Services Important for Library Administrators

- Decisions made at one selective can impact the collections and services throughout a service area. Selectives need to communicate clearly important changes in policies, services or collections to the Regional and other selectives.

- Regionals should be encouraged to visit the libraries of their region and budget travel funds to do so.

- All government information is not available online!

New Electronic Depository Library Manual

Chapter 13: Virtual Depositories

Volunteer Team:

Team Leader: Atifa Rawan
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Cindy Etkin

Team Members:

Lisa Ennis   Jan Comfort
Gwen Sinclair   Sandy Rizzo

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Chapter 13: Virtual Depositories
What's New and Important?

This chapter is new and important for libraries making the transition from a print to an electronic program.

The FDLP has expanded the electronic information resources available to depositories, and this development has introduced challenges for those who administer depository collections and services. To provide guidance and ensure access to all Government information in an evolving environment, new policies and guidelines are necessary. This section will share policies and practical advice for undertaking a transition to and running a virtual depository.

This is NOT the manual itself. This is a presentation of the highlights of the DRAFT chapters for the new manual. Manual is pending DLC and GPO approval

Chapter 13: Virtual Depositories
What's New and Important?

- One of the major advantages of being a virtual depository is the ability to provide users access to Government information from anywhere at any time.

- Libraries can reduce staff time needed for the physical processing, circulating, shelving, and storage of tangible items.

- A Virtual Depository is convenient and efficient for both users and libraries.

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Chapter 13: Virtual Depositories
Tips, Practical Advice, and Lessons Learned

- Remember when you select electronic titles from the List of Classes, authenticated, authoritative version control will soon be done by GPO. In the acquisitions process, GPO validates the content and ensures permanent public access through its web harvesting process.

- Is my shelf list accessible for items not yet in the library OPAC?

- Check with libraries who have gone through the process

- Start initially with a pilot or a small virtual collection

- Selection responsibility could be a shared responsibility of all public service librarians, not just depository coordinators.

Chapter 13: Virtual Depositories
Tips, Practical Advice, and Lessons Learned

- Cooperative collection development and interlibrary loan can also provide access within a local area to rarely used items. The Documents Data Miner, a State Plan, or consortia can assist with these activities.

- Be ready for change! Remember that unlike tangible documents that are received, shelved, and remain static and predictable, your collection now will be an "organic" one. PURLs will assist in predictability but the documents themselves may change over time. Embrace change and use a positive attitude to help your users and stakeholders accept change.

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New Electronic Depository Library Manual

Chapter 13: Virtual Depositories
Tips, Practical Advice, and Lessons Learned

- Depositories may choose to enhance or create a virtual collection in order to reduce their reliance on the dissemination of tangible materials. A virtual collection does not require shelf space, spine labels, technical processing, manual inventory, or circulation. This would result in saving staff time and space.

- Today's internet-savvy consumers expect 24x7x365 online services to meet their needs.

- Many users prefer access to information outside of the library

Chapter 13: Virtual Depositories
Did you realize that you don't have to…?

- You don't need to create call numbers for non-depository electronic full-text documents in your OPAC. It is important to include current link and bibliographic information but not necessary to add a call number.

- You needn't create paper copies of your bibliographies and pathfinders. You can create all of these as part of your government documents web page.

- You don't need to archive or digitize collections in order to stay in the program.

- When you select electronic titles, remember that authenticated, authoritative version control is being done by GPO in the acquisitions process to insure you can rely on the content and records.

Chapter 13: Virtual Depositories
Important for Library Administrators

- Contrary to possible assumptions, staffing may not necessarily decrease to a level below that of a tangible depository, or at least not right away.

- Depending upon the level of depository status, the number of institutional projects underway outside of the depository, current staff size, and other factors, it will likely require a great deal of staff time to undertake the necessary work to convert the facility and its collection to a virtual one. Experience currently available has shown that staff levels do indeed decrease after the transition has been completed, but how soon this will occur is an individual case dependent upon a number of factors.

- It will be necessary to provide enough staff both to convert and to continue the virtual depository.

Chapter 13: Virtual Depositories
Important for Library Administrators

- As it is increasingly difficult for one depository to meet the Federal government information demands of a varied population, the collection development of a depository should not be considered in isolation.

- The FDLP is a system of cooperating libraries. All depositories are part of this larger system. The Item Lister at and the Documents Data Miner can be used to identify selections of other depositories.

- No single depository can meet all potential community needs, especially in a digital environment.

- Frequent communication among neighboring depositories is encouraged. Depository collection development, promotional activities, and continuing education activities should be accomplished in conjunction with neighboring depositories.

New Electronic Depository Library Manual

Chapter 13: Virtual Depositories
Important for Library Administrators

- The transition process requires patience and planning. Allow your depository the necessary support to accomplish this transition if you have committed to it, and offer frequent communication opportunities at every stage of the process.

- The Director of the library designated as a Virtual Federal Depository is responsible for ensuring that the depository operation conforms to the legal requirements of the Federal Depository Library Program. The Director or the Director's designee (the documents coordinator) is responsible for the coordination of all depository activities within the library.

- Cost of Virtual Federal Depository Library - saving should include binding, shelving, staff time in processing.

New Electronic Depository Library Manual

Chapter 14: Disaster Recovery

Volunteer Team:

Team Leader: Gwen Sinclair
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Jane DeBellis

Team Members:

David Vidor   Susan Field
Jackie McFadden   Stephen Henson

Chapter 14: Disaster Recovery
What's New and Important?

- All-new chapter
- Disaster preparedness & planning
    - Creating a disaster plan
    - Identifying essential resources
    - Risk assessment
    - insurance valuation
- Disaster response for depositories
    - Contacting GPO
    - Communicating with the regional, other libraries, and the community
    - Assessment and prioritization
    - Documenting the recovery process

Chapter 14: Disaster Recovery
What's New and Important?

- Recovering or replacing documents
  - Methods of recovery
  - Where to get replacements
- Discarding unsalvageable documents

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New Electronic Depository Library Manual

Chapter 14: Disaster Recovery
Tips, Practical Advice, and Lessons Learned

- Document your documents collection!

- Incorporate disaster planning into your State Plan

- Maintain copies of essential records, such as backup disks or depository agreements, in a remote location

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Chapter 14: Disaster Recovery
Did you realize that you can …?

- Line up a disaster recovery company before the need arises

- Count on your colleagues to help with questions like valuation of your collection, replacement of documents, and reference assistance during recovery

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Chapter 14: Disaster Recovery
Important for Library Administrators

- Although federal documents are government property, it is the responsibility of the library to replace them.

- Take care of your staff.

- Be sure that recovery personnel have experience working with library materials.

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New Electronic Depository Library Manual

Chapter 15: Resources -- Map Librarianship

Volunteer Teams:

Map Librarianship:

Team Leader: Cheryl McCoy
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Carrie Brunsberg

Team members:

Michael Fry   Kim Ricker
Susan Jane Golding Herrick Heitman

Chapter 15: Resources – Core Collection

Volunteer Teams:

Core Collection:

Team Leader: Linda Johnson
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Sarah Maximiek

Team members:

Susan Jane Golding   Sarah Holmes
Carlos Diaz   Lynn Artabane

New Electronic Depository Library Manual

Chapter 15: Resources – Core Collection
What's New and Important?

**The Core Legacy Collection is
now divided into 3 sections:**

1. **ACADEMIC**

2. **LAW**

3. **PUBLIC**

Chapter 15: Resources – Core Collection
What's New and Important?

The Basic Collection MAY continue to be required but…

THE CORE LIST IS COMPRISED OF **SUGGESTED** DOCUMENTS.

SIGNIFICANT HOLDINGS AND SPECIAL COLLECTIONS THAT REFLECT AND SERVE REGIONAL CONSTITUENCIES ARE **ENCOURAGED!**

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Chapter 15: Resources – Core Collection
Tips, Practical Advice, and Lessons Learned

NEW ELECTRONIC TITLES ARE
REPLACING TRADITIONAL DOCUMENTS

MAKE IT A PRACTICE TO

- regularly review the new electronic titles site with for the purpose of building your collection
- notify the GPO when you find titles suitable for capturing and archiving

Chapter 15: Resources – Core Collection Tips, Practical Advice, and Lessons Learned

DEAD LINK?

- ✓ Check the parent site for an alternative link
- ✓ Search with a specialized search engine like
  GOOGLE/UNCLESAM or YAHOO-GOVERNMENT
- ✓ Use websites like the WAYBACK MACHINE or the INTERNET ARCHIVE to locate the old site
- ✓ Contact the webmaster of the site to inquire about the needed information
- ✓ Notify the GPO when the missing document is found so a purl can be created or updated

New Electronic Depository Library Manual

Chapter 15: Resources – Core Collection Tips, Practical Advice, and Lessons Learned

Remember that even though the FDLP only offers a document in a single format, you may still be able to purchase additional formats from the GPO bookstore.

New Electronic Depository Library Manual

Chapter 15: Resources – Core Collection
Did you realize that you don't have to…?

- Select a certain percentage, certain titles, or certain formats of materials list on the Core Collection

- Keep Core Collection items indefinitely

- Select the "official" version of Core Collection items

- Keep your selection profile of Core Collection items the same every year

- Interfile Core Collection items with other government documents

New Electronic Depository Library Manual

Chapter 15: Resources – Core Collection Important for Library Administrators

- Continue to review your profile, including the Core Collection to ensure its relevancy to the community.

- Consider historical legacy and research needs when deselecting core items or substituting electronic for print items.

- Remember to include the FDLP collections when reviewing library policies, procedures, and needs.

Chapter 15: Resources – Federal Libraries

Volunteer Teams:

Federal Libraries

Team Leader: Greta Marlatt
Chapter Coordinator: Amy Welch
Subject Matter Consultant: Paula Vincent

Team members:

Carol Krueger   Judy Schneider
Patricia McDermott   Lynn Artabane

New Electronic Depository Library Manual

Chapter 15: Resources – Federal Libraries
What's New and Important?

- Federal agency designation
- Discards
- Public access

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Chapter 15: Resources – Federal Libraries
Tips, Practical Advice, and Lessons Learned

- Discards
  - ∗ 5 year rule doesn't apply
  - ∗ Know your agency's regulations about offering withdrawn materials

- Public Access
  - ∗ Have to work within agency/building security requirements/restrictions
    - ∗ Escort probably required if access is allowed at all
    - ∗ Users will have to plan ahead
  - ∗ Try to create virtual "access" if agency Website is open to the public

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Chapter 15: Resources - Acronyms, Glossary

Volunteer Teams:

Acronyms and Glossary:

Team Leader: Anne Wooden
Chapter Coordinator: Amy Welch

Team members:

  Carlos Diaz   Cindy Etkin
  Helane Davis

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New Electronic Depository Library Manual

A Special Thanks

TO ALL THE VOLUNTEER TEAMS AND TO THE EDITORS!

Stephen Henson
Marian MacGilvray

Great Job Everybody!

New Electronic Depository Library Manual

Next Steps for the Manual

- 9 draft chapters submitted by teams
- Editors make grammatical improvements and ensure consistent tone
- Planning & Development Library Services review
- Validate hot links and currency of content
- Verify content with subject matter consultant
- Negotiate new content with teams, if needed
- Develop new policy, if needed
- Submit chapters to SuDoc for review
- Submit chapters to DLC for review
- Post chapters for public comment
- Edit chapters based on public comment
- Post final chapters to GPO Access as finalized

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